

City of Wilmington

EMPLOYMENT OPPORTUNITIES

Week of November 21, 2010

All new employees will be required to successfully pass a pre-employment physical and drug screen. If interested in applying for any position listed below, submit applications on-line @employment.wilmingtonnc.gov or Human Resources, 305 Chestnut Street- 1st floor, PO Box 1810, Wilmington, NC, 28402 or by fax to 910.341.5841. Hearing impaired, dial 711 TTY/Voice. **TO BE CONSIDERED: A CITY OF WILMINGTON APPLICATION MUST BE COMPLETED AND RETURNED TO HR BY 5:00PM ON THE CLOSING DATE.**

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications must provide an official copy of their university/college transcript(s) and certification(s) before employment with the City of Wilmington will begin. The City will also verify High School Diploma's and GED's. Candidates for positions that require a CDL or will require a CDL will need to complete a DOT physical.

There are no postings currently.

APPLICANTS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT IF THEY HAVE QUESTIONS REGARDING ANY INFORMATION ON THIS DOCUMENT.

APPLICATION INFORMATION
<ul style="list-style-type: none"><input type="checkbox"/> Read the job announcement carefully to make sure you understand what the position is looking for and that you have the requirements.<input type="checkbox"/> Make sure all the requested information is filled in completely and accurately. Just putting "see resume" is not acceptable.<input type="checkbox"/> Must provide an official copy of your university/college transcript(s) and certification(s) before a final offer will be made, for individuals applying for positions that require degrees and/or professional certifications<input type="checkbox"/> Don't leave any gaps in your employment history.<input type="checkbox"/> List job duties or skills that you have, which are relevant to the position you are applying for.<input type="checkbox"/> Proofread your application material.<input type="checkbox"/> Write legibly, if you are handwriting your application.<input type="checkbox"/> Include your resume and cover letter only as supplemental documents, but not as replacements for the requested information.<input type="checkbox"/> Sign and date your application.<input type="checkbox"/> Return your application to Human Resources prior to the posted closing dates/times.

Employment Citizenship Requirement-effective October 1, 2005

United States citizenship or legal alien status (must provide proof of identity and eligibility to work in the United States). The City of Wilmington does not engage in special visa programs such as H-1B and H-2A.

DEGREE VERIFICATION

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications, must provide an official copy of their university/college transcript(s) and certification(s) before a final offer will be made. The college or university must be accredited. A list of accredited institutions is available on our website.

DRIVING STANDARD

The following criteria will be applied in determining the driving status for driving history checks. Any one of the following factors constitutes an unacceptable driving record.

- One conviction of driving while intoxicated, impaired or under the influence of drugs or alcohol within three (3) years preceding the closing date of the vacancy posting.
- One conviction of careless and reckless driving if the conviction is a result of a reduction from a charge of driving while intoxicated, impaired or under the influence of drugs or alcohol or prearranged racing on streets and highways within three (3) years preceding the closing date of the vacancy posting.
- One conviction of exceeding by more than 15 miles per hour the posted speed limit if also driving in excess of 55 miles per hour within three (3) years preceding the closing date of the vacancy posting. *Examples: 81 mph in a 65 mph zone; 71 mph in a 55 mph zone; or 56 mph in a 35 mph zone.*
- One conviction of involuntary manslaughter involving an automobile or death by vehicle within three (3) years preceding the closing date of the vacancy posting.
- A revocation or suspension of driving license within twelve (12) months preceding the closing date of the vacancy posting.
- Currently holding a "limited driving privilege" (paper license).
- Possess a restricted driver's license with such restrictions as to preclude meeting the requirements to drive for the City.

Hearing impaired, dial 711 TTY/Voice. EOE